



**Vermont Department of Health
Emergency Medical Services and Injury Prevention
Agency of Human Services**



Security Agreement for the Designated EMS Examination Proctor

The job of the Designated Examination Proctor is to assure that:

- the security of the National Registry or Vermont written examination is maintained
- all written and practical examination materials are carefully accounted for and returned to the EMS Office within 48 hours of the administration of the test
- he/she was not the course coordinator or primary instructor for the course being tested
- the written exam is administered in accordance with the requirements of the National Registry of EMTs and/or Vermont Department of Health
- the practical examiners are oriented and briefed as to their role in administering the practical examination
- the practical examination is administered fairly and consistently to all candidates.

The Vermont Department of Health EMS Office is responsible for:

- assembling the necessary examination materials and shipping them to the Designated Examination Proctor in time to be inventoried prior to the exam session
- the selection of the written examination and the format of the practical stations.

The Designated Examination Proctor understands that:

- the First Responder written examinations are the property of the National Registry of EMTs and all other exams are the property of the Vermont Department of Health. Any effort to copy, reproduce, or otherwise violate the integrity of the written examination will be subject to prosecution.
- any action that violates the integrity of the written or practical examination process, whether intentional or accidental may result in suspension or revocation of the exam proctor's Vermont EMS certification(s)
- he/she must be present at all times during the administration of the written and practical examination
- any known or suspected irregularities in the administration of the examination must be reported to the Vermont Department of Health EMS Office as soon as possible
- all examination materials must be held by the Designated Examination Proctor and not shared with the instructor or any other person except for the purposes of examination administration on the day of the test
- all examination materials must be returned to the Vermont Department of Health EMS Office via a traceable carrier (e.g. UPS or FedEx) within two (2) working days of the administration of the examination.

The Course Coordinator is responsible for:

- arranging a proper examination site
- securing enough equipment and qualified examiners to conduct the practical examination
- identifying the students who successfully completed the course if there is any question about the student's identity.

I have read the above agreement and understand my role as the Designated Examination Proctor. I will abide by the requirements described in this agreement and the supplemental instructional materials provided by the National Registry of EMTs and the Vermont Department of Health. I understand that I am the only person authorized to proctor this exam. Alteration of this document does not relieve me of any duty described in the Department-approved version of this form.

Signature _____ Date _____

Course Number _____ Exam Date _____

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